

## New functionality in TREX 1.2

### Improved Location Look up functionality.

The current functionality to look up locations in TREX is somewhat cumbersome. If the user knows and wants to type the full name of the location, it has to be typed exactly as it is stored in TREX, otherwise the system displays it as an error and does not allow to continue. The system requires the location typed in capital letters starting with the city, comma, no space after the comma, and two character code for US states or three character code for foreign countries. Users could also type three to four characters of the city's name and use the look up button (🔍).

TREX v1.2, disregards the font case and as soon as the user starts typing the first character of the location name, a list with all cities in the system starting with the given character will display (the list is limited to 25 cities), as more characters are input, the list will keep narrowing. The appropriate location can be selected when it is identified. The location might be selected from the very first screen where a document starts being created or at the second screen where the 'Trip Description and Business Benefit' is entered.

If you can't find the location you need, please send an email to TREX @lbl.gov requesting to set the specific location in TREX.

First screen 'Trip Navigation', list of locations with first character typed.

The screenshot displays the 'Trip Navigation' interface of the TREX 1.2 system. At the top, there is a navigation bar with links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, a 'New Window' button and a 'Help' link are visible. The main section is titled 'Trip Action and Key Information'. It contains a form for 'Traveler (Last Name,First Name)' with the value 'Lekov,Alex' and a search icon, and a field for 'ID' with the value '948003' and a search icon. Below this is a 'Key Information' section with a dropdown for 'Action Request' set to 'Expense Report - Create'. It also has fields for 'Begin Date' (010509) and 'End Date' (010909), both with calendar icons. The 'Trip Name' field contains 'Show Location Look Up'. The 'Business Location (first)' field contains the letter 'P', and a 'Go' button is next to it. A list of 25 locations is displayed below the 'Go' button, starting with 'P'. The list includes: PACIFIC GROVE NAVAL RES CTR,CA; PACIFIC NWST FLT REC & ED S,WA; PACIFICA,CA; PADOVA,ITA; PALANGA,LTU; PALERMO,ITA; PALISADES,NY; PALM BEACH GARDENS,FL; PALM BEACH SHORES,FL; PALM BEACH,FL; PALM SPRINGS,CA; PALO ALTO,CA; PANAMA CANAL NAVAL STATION,PAN; PANAMA CITY,FL; PANAMA CITY,PAN; PANZER KASERNE/BOEBLINGEN,DEU; PANZER KASERNE/STUTTART,DEU; PAPA,HUN; PAPENDRECHT,NLD; PAPHOS,CYP; PARACAS,PER; PARAMARIBO,SUR; PARIS,FRA; PARK CITY,UT; PARKERSBURG NAVAL RESERVE C,WV. At the bottom of the screen, there is a status bar showing 'Local intranet' and a 100% zoom level.

**TREX 1.2**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Trip Navigation**

**Trip Action and Key Information**

Traveler (Last Name,First Name)  🔍 ID  🔍

**Key Information**

\*Action Request

Begin Date  📅 End Date  📅

Trip Name

Business Location (first)

[TREX Information](#)

PACIFIC GROVE NAVAL RES CTR,CA  
PACIFIC NWST FLT REC & ED S,WA  
PACIFICA,CA  
PADOVA,ITA  
PALANGA,LTU  
PALERMO,ITA  
PALISADES,NY  
PALM BEACH GARDENS,FL  
PALM BEACH SHORES,FL  
PALM BEACH,FL  
PALM SPRINGS,CA  
PALO ALTO,CA  
PANAMA CANAL NAVAL STATION,PAN  
PANAMA CITY,FL  
PANAMA CITY,PAN  
PANZER KASERNE/BOEBLINGEN,DEU  
PANZER KASERNE/STUTTART,DEU  
PAPA,HUN  
PAPENDRECHT,NLD  
PAPHOS,CYP  
PARACAS,PER  
PARAMARIBO,SUR  
PARIS,FRA  
PARK CITY,UT  
PARKERSBURG NAVAL RESERVE C,WV

Local intranet 100%

As you keep typing the city's name, the list will narrow. List of locations with second character typed.

Trip Navigation

Trip Action and Key Information

Traveler (Last Name,First Name)

Lekov,Alex

ID

948003

Key Information

\*Action Request

Expense Report - Create

Begin Date

010509

End Date

010909

Trip Name

Show Location Look Up

Business Location (first)

PO

Go

TREX Information

PODGORICA,MNE  
PODGORICA,N/A  
POHANG,KOR  
POHNPEI,FSM  
POINT ARENA,CA  
POINT HOPE,AK  
POINT LAY,AK  
POINT MUGU NAVAL AWS,CA  
POKHARA,NPL  
POLSON,MT  
POMONA NAV INDUST RES ORD P,CA  
POMONA NAVAL RESERVE CTR,CA  
PONCE,PR  
PONTA DELGADA,PRT  
PONTIAC,MI  
POPE AFB,NC  
PORLAMAR,VEN  
PORT ALSWORTH,AK  
PORT ANGELES,WA  
PORT CLINTON,OH  
PORT HADLOCK DET NAVORD CTR,WA  
PORT HUENEME FACILITIES,CA  
PORT MORESBY,PNG  
PORT OF SPAIN,TTO  
PORT SAID,EGY

Local intranet100%

List of locations with third character typed.

Trip Navigation

Trip Action and Key Information

Traveler (Last Name,First Name)

Lekov,Alex

ID

948003

Key Information

\*Action Request

Expense Report - Create

Begin Date

010509

End Date

010909

Trip Name

Show Location Look Up

Business Location (first)

POR


Go

TREX Information


PORLAMAR,VEN  
PORT ALSWORTH,AK  
PORT ANGELES,WA  
PORT CLINTON,OH  
PORT HADLOCK DET NAVORD CTR,WA  
PORT HUENEME FACILITIES,CA  
PORT MORESBY,PNG  
PORT OF SPAIN,TTO  
PORT SAID,EGY  
PORT TOWNSEND,WA  
PORT VILA,VUT  
PORT-AU-PRINCE,HTI  
PORTLAND,ME  
PORTLAND,OR  
PORTO ALEGRE,BRA  
PORTOROZ,SVN  
PORTSMOUTH NAVAL RESERVE CT,OH  
PORTSMOUTH NAVAL SHIPYARD,ME  
PORTSMOUTH NAVAL SHIPYARD,NH  
PORTSMOUTH,GBR  
PORTSMOUTH,NH  
PORTSMOUTH,VA

Local intranet100%

Once the location appears in the list, it can be selected:





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### Trip Navigation


#### Trip Action and Key Information

Traveler (Last Name,First Name)   ID  


Key Information

\*Action Request

Begin Date



End Date




Trip Name


Business Location (first)

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This screen shows the look up of the location in the second screen



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### Expense Report - Create

#### Trip Information


Traveler (Last Name,First Name)  ID

Trip information


\*Trip Name

\*Business Purpose

\*Begin Date



\*End Date



Business Location (first)

Trip Description and Business Benefit

PACIFIC GROVE NAVAL RES CTR,CA  
PACIFIC NWST FLT REC & ED S,WA  
PACIFICA,CA  
PADOVA,ITA  
PALANGA,LTU  
PALERMO,ITA  
PALISADES,NY  
PALM BEACH GARDENS,FL  
PALM BEACH SHORES,FL  
PALM BEACH,FL  
PALM SPRINGS,CA  
PALO ALTO,CA  
PANAMA CANAL NAVAL STATION,PAN  
PANAMA CITY,FL  
PANAMA CITY,PAN  
PANZER KASERNE/BOEBLINGEN,DEU  
PANZER KASERNE/STUTTART,DEU  
PAPA,HUN  
PAPENDRECHT,NLD  
PAPHOS,CYP  
PARACAS,PER  
PARAMARIBO,SUR  
PARIS,FRA  
PARK CITY,UT  
PARKERSBURG NAVAL RESERVE C,WV

LBNL Trip #

NEXT

Travel Auth ID

Report ID

NEXT

☐ Multi-leg trip?

☐ One-Way Trip



Trip Type

☒ Domestic

☐ Foreign

☐ Local

[TREX Information](#)

Done  Local intranet  100%

With this functionality, travelers can view all cities for a US State or for a given country by typing a comma and the state (two character code) or the country (three character code). (A list of country codes is posted in the Travel Office web-site:

[http://www.lbl.gov/Workplace/CFO/assets/docs/travel/trex\\_training/CountryCodesInTREX.doc](http://www.lbl.gov/Workplace/CFO/assets/docs/travel/trex_training/CountryCodesInTREX.doc)

City search by US State:

[Expense Report - Modify](#)

**Trip Information**

Traveler (Last Name,First Name) Cheng,Helena

\*ID 801619

**Trip information**

Trip Name

TREX 1.2 Functionality Pre-py

LBNL Trip #

000061303

\*Business Purpose

Conference

Travel Auth ID

0000020883

\*Begin Date

01/05/2009

\*End Date

01/15/2009

Report ID

0000010605

Business Location (first)

.vt

☐ One-Way Trip

**Trip Type**

☐ Domestic

☒ Foreign

☐ Local

Trip Description and Business Benefit

BURLINGTON,VT

CAMP ETHAN ALLEN,VT

CAMP ETHAN ALLEN,VT

CHITTENDEN COUNTY,VT

COLCHESTER,VT

FRANKLIN COUNTY,VT

MANCHESTER,VT

MONTPELIER,VT

ST. ALBANS,VT

STOWE,VT

WHITE RIVER JUNCTION,VT

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City search by Country:

[Expense Report - Modify](#)

**Trip Information**

Traveler (Last Name,First Name) Cheng,Helena

\*ID 801619

**Trip information**

Trip Name

TREX 1.2 Functionality Pre-py

LBNL Trip #

000061303

\*Business Purpose

Conference

Travel Auth ID

0000020883

\*Begin Date

01/05/2009

\*End Date

01/15/2009

Report ID

0000010605

Business Location (first)

.aus

☐ One-Way Trip

**Trip Type**

☐ Domestic

☒ Foreign

☐ Local

Trip Description and Business Benefit

ADELAIDE,AUS

BRISBANE,AUS

CAIRNS,AUS

CANBERRA,AUS

DARWIN NORTHERN TERRITORY,AUS

FREMANTLE,AUS

HOBART,AUS

MELBOURNE,AUS

PERTH,AUS

RICHMOND, NSW,AUS

SYDNEY,AUS

WOOMERA AS,AUS

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